

Display and Bulletin Board Policy

Policy Background:

With regard to a library's collections, Article I of the Library Bill of Rights states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." These principles apply to displays, exhibits, posters, etc. as well. Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

General Information:

When not being used to promote library-related or Town of Granby activities or services, display and bulletin board (or slatwall display) spaces at the libraries are available to community groups engaged in non-profit educational, cultural, intellectual or charitable activities and will be provided on an equitable basis to any such group which makes a request. The libraries reserve the right to designate and limit space, size, and location of displays. All items for posting or distribution must be submitted to the Director of Library Services or a designated staff member for approval. The libraries will not accept displays, posters, etc., which are judged inappropriate for a public library setting (i.e. one that is free and open to persons of all ages). Materials are loaned to the libraries or posted on the bulletin board at the owner's risk. Display or distribution of any materials does not imply endorsement by the libraries of the ideas being promoted. Rejection of items for display or distribution may be appealed to the Granby Library Board.

Entrance Areas

The only signs permitted on the entry doors or windows are those that provide information about the libraries and their services. All other items will be removed.

Display Cases

Displays will be accepted as long as they do not interfere with the daily conduct of library business and as long as it is made clear that the libraries do not endorse their contents or points of view. Displays will be approved and scheduled as space permits by the Director of Library Services or a designated staff member. The sponsoring group or individual is responsible for creating the display, setting it up according to schedule and removing it before the next scheduled display or exhibit. For displays of arts and crafts, labels may not include prices and no sales may take place on library premises. The exhibitor's name and telephone number may be included as part of the display information.

Children's Room

Bulletin boards and display areas in the Children's Room or Children's Program Room are reserved for materials of interest to or pertaining to children. Bulletin board materials,

display case us, and exhibits in the children's Room will be approved and scheduled by the Children's Librarian or a designated staff member.

Teen Zone

The bulletin boards in the Teen Zone or Teen Study Room are reserved for materials of interest to high school students. They will be approved for posting by the Teen Services Librarian or a designated staff member.

Bulletin Boards

The library staff will post materials for bulletin boards and slatwall display area. Items posted without staff approval will be removed. Priority will be given to Granby events and activities if space does not allow for all postings received by the Libraries. Non-library or non-Town of Granby postings will be removed and discarded after two weeks. Lost and found ads, "want ads," classified ads, commercial notices, and personal announcements are not accepted. In general, materials cannot exceed 14" x 17" in size. Rejections may be appealed to the Granby Library Board.

Solicitations

Canisters or receptacles for soliciting donations of money or items such as toys or clothes for charitable organizations are not permitted. There shall be no selling or solicitations of funds on the library premises unless the proceeds are for the benefit of the libraries, except that library staff may offer for sale merchandise to co-employees in the staff room at the discretion of the Director of Library Services.

Petitions

Petitions will be accepted and posted as long as they do not interfere with the daily conduct of library business and that it is clearly indicated the libraries do not endorse their contents. Petitions on all sides of an issue will be welcome.

Campaign Materials

For elections on the federal, state or local level, the libraries will provide space in a designated area for information on issues and candidates. The display will be limited to one copy of each piece of literature or other campaign material. It is the responsibility of each candidate or party to provide the materials.

*Approved by the Granby Library Board
June 11, 2001*